


How to View the Training History of a User

1. Log into the LMS

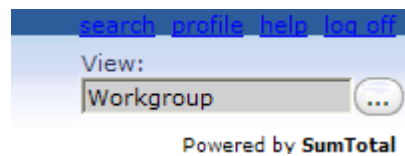


The screenshot shows the login page for the BEACON system. At the top left is the BEACON logo with the text "BEACON North Carolina Office of the State Controller". Below this is a "Log On" heading followed by the instruction "Please enter your username and password." There are two input fields: "Username:" and "Password:". Below the password field is a link "Forgot your password? [Click here](#)". A "Log On" button is centered below the fields. At the bottom, there is a copyright notice: "Copyright © 2004-2007 SumTotal® Systems, Inc. All rights reserved." and a list of trademarks including SumTotal Systems, SumTotal Systems logo, ToolBook, the ToolBook logo, Aspen, the Aspen logo, TotalLMS, TotalLCMS, TotalVCS, TotalInformation, TotalCollaboration, TotalAccess, TotalVersioning, and TotalPerformance. The version number "7.6.2625.0" is in the bottom right corner.

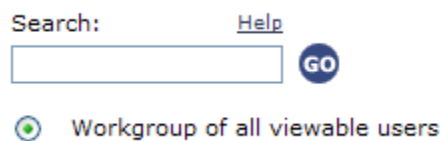
2. Click on the Manager Icon at the Top of the Page



3. In the Upper Right Corner, Click the Button Next to the “Workgroup” box.



4. Type in the Name of Your Student and Click “Go”. Select the User from the Results Returned.



The screenshot shows a search interface. At the top, there is a "Search:" label, a "Help" link, and a "GO" button. Below the search bar is a result for "Workgroup of all viewable users" with a green circular icon to its left.

5. Click on any of the [\(More...\)](#) Links along the Right Side of the Page.

6. To the Right of the Page, select “Completed Activities” from the Drop-down Box.

